

Important Notice

Signature and Chop on Vehicle Registration Document (VRD)

The VRD **has to** contain signature of the registered vehicle owner, and the signature on the application form should match with that on the VRD when a relevant licensing application is submitted by the registered vehicle owner concerned. If the vehicle is owned by a company/organization, the VRD **has to contain** the signature of an authorized representative together with a company/organization chop and the chop on the application form **must be identical** with that on the VRD, otherwise this department will **not** process the licensing application.

Requirement of Address Proof

The original or a copy of the proof of address issued within the last three months **has to** be produced when submitting a licensing application. In accordance with the relevant legislation, the Transport Department may suspend processing the application in the absence of address proof. [[Please refer to the list of acceptable proof of address](#)]

Change of Address

According to the law, driving licence holders or registered vehicle owners have to notify the Transport Department within 72 hours of their change of address. Any person without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You may notify the Transport Department of change in address with your proof of new address in writing, through [GovHK](#) or by submitting [the specified form](#) ("Change of Personal Particulars or Vehicle Particulars").

Mail items with insufficient postage

Underpaid mail items are subject to surcharge by Hongkong Post. This department will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to the department, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [[Please note details about postage and pay attention to the New Postage Structure effective from 26 September 2022](#)]

If you are a registered elector and your residential address has changed, please notify the Registration and Electoral Office (REO) as early as possible.
For enquiries, please call the REO hotline 2891 1001.

Say Yes to Organ Donation. Register online!
For enquiry, please contact CODR System Administrator of Department of Health at 2961 8441.



運輸署

Transport Department

填表須知 NOTES TO ATTENTION

所需文件 REQUIRED DOCUMENTS

新車主通知書，必須連同下列文件及費用一併遞交：——

- (一) 車輛登記文件 (登記文件須由登記車主簽署)；
- (二) 有關的自訂登記號碼分配證明書 (如該車輛是獲配予自訂登記號碼的車輛)；
- (三) 凡登記車輛屬私人所有，請出示香港身份證；非香港居民，則出示護照；如車輛屬有限公司擁有，請出示公司註冊證；
- (四) 商業登記證；
- (五) 以新車主名義購備的第三者風險保險單或臨時保險單 (須於車輛過戶的生效日期仍屬有效)；
- (六) 應繳的費用 (如用支票繳費，請劃線支付「香港特別行政區政府」)；及
- (七) 現時地址的證明 (住址／公司地址及通訊地址) 正本或副本，而該地址證明需發出距今不超過三個月 (包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件)。所有可接納的地址證明載列於本署網站(http://www.td.gov.hk/tc/public_services/licences_and_permits/proof_of_address/index.html)。如有查詢，可致電2804 2600。

The new owner's notice must be accompanied by the following:—

- (1) the Vehicle Registration Document (please ensure that the registered owner has signed the registration document);
- (2) the Certificate of Allocation of Personalized Registration Mark (if the vehicle is assigned with a personalized registration mark);
- (3) the Hong Kong Identity Card or a Passport for non-identity card holders in the case of a private owner and the Certificate of Incorporation in the case of a Limited Company;
- (4) the Business Registration Certificate;
- (5) the Third Party Risk Insurance Certificate or Cover Note issued in the name of the new owner (valid on the date when transfer of ownership is effected); and
- (6) the appropriate fee. (Cheques should be made payable to the Government of the Hong Kong Special Administrative Region and crossed.)
- (7) Original or photocopy of proof of present address (residential address/company address and correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong). The full list of acceptable proof of address is available at this Department's website (http://www.td.gov.hk/en/public_services/licences_and_permits/proof_of_address/index.html). For enquiries, please call 2804 2600.

電話查詢 TELEPHONE ENQUIRIES

廿四小時查詢熱線： 1823 辦公時間： 2804 2576
24-hour Enquiry Hotline: 1823 Office Hour: 2804 2576

交回表格地點 PLACE OF SUBMISSION

申請表填妥後，必須親自交回香港金鐘道 95 號統一中心 3 樓運輸署公共車輛分組。

請注意服務時間如下：

星期一至星期五 星期六、日及公眾假期停止辦公。
由上午九時至下午一時
及下午二時至五時四十五分

You must submit your application in person to the Public Vehicles Unit, Transport Department at 3/F., United Centre, 95 Queensway, Hong Kong. Please note that the service hours are as follows:—

Monday to Friday The Office will be closed on Saturday, Sunday and Public Holiday.
From 9:00 a.m. to 1:00 p.m.
and 2:00 p.m. to 5:45 p.m.

車主姓名或名稱 NAME OF OWNER

新車主如屬有限公司，應填報其名稱及註冊辦事處地址，並應由該公司指定的人士簽署表格。有關車輛如由私人商號擁有，則應該商號的東主或主要合夥人的姓名登記。未經註冊的商號或團體，其名稱不得用以登記車輛。

If the new owner is a Limited Company, the name and address of the registered office of the Company should be given and should be signed by a person nominated by the Company. If the vehicle is acquired by a private firm, the vehicle must be registered in the name of the proprietor or principal partner. Vehicles cannot be registered in the name of a firm or institution unless it is an incorporated body.

死亡 DEATH

如登記車主已經去世，須出示遺囑認證書或遺產管理證明書。

Where the registered owner has died, a probate or letter of administration must be produced.



警告 WARNING

- (一) 預備買車的人士須注意，車輛的登記車主不一定是合法車主，在達成購車協議之前，可向任何牌照事務處申請發給有關無欠繳款紀錄及無違例紀錄證明書，以確定所有涉及該車的罰款已經繳清，而該車輛又無「停牌」的可能。
- (二) 根據定額罰款（交通違例事項）條例（香港法例第 237 章），在運輸署將過戶一事記錄在案之前，轉讓車輛的登記車主仍須負責繳付涉及有關車輛的罰款。登記車主為本身利益計，應確保過戶一事盡早正式記錄在案，因此登記車主應親自偕同新車主前往運輸署，以確保辦妥有關手續。
- (三) 車輛過戶後 72 小時內，本通知書的正本須由新車主送交運輸署署長，舊車主亦須向運輸署署長交出副本，違者可被判罰款 2,000 元，在運輸署完成辦理車輛過戶手續前，由於車輛仍在舊車主名下，舊車主仍須繼續承擔該車輛所招致的所有法律責任。
- (四) 車輛過戶後，以前任車主名義購備的第三者風險保險單隨即失效。申請車輛過戶前，新車主必須以其本人名義為該車輛購備適當的保險。駕駛未購備適當保險的車輛乃屬違法。
- (五) 如車輛的首次登記稅、登記費及牌費尚未清繳，車輛過戶時，新車主須繳付該等稅款及費用。獲豁免者不在此限。
- (六) 除非事先經由運輸署署長批准，否則登記車主出售在 1994 年 8 月 1 日或以後於香港首次登記的汽車時，售價不得高於汽車應課稅值，免稅配件價值，免稅保養未滿期部分價值及已繳付首次登記稅的總和。
- (七) 如要求批准以超過上文第 (六) 段的過戶售價限制出售汽車，可利用申請表格 TD 468 號「批准汽車過戶售價申請書」申請，根據汽車（首次登記稅）條例（香港法例第 330 章），如不遵守上述規定，即屬違法，可被判罰款 50 萬元及監禁 12 個月。

- (1) Prospective purchasers are reminded that the registered owner of a vehicle may not necessarily be the legal owner, and are advised to ascertain before an agreement for the acquisition of a vehicle is made, that there are no outstanding penalties/possible suspension of licence in respect of the vehicle by applying to any of the licensing offices for the relevant Clearance Certificates.
- (2) On transfer of vehicle ownership, the registered owner would still be liable under Fixed Penalty (Traffic Contravention) Ordinance, Cap. 237 until the transfer of ownership has been registered by the Transport Department. It is therefore in their own interest to ensure that the transfer is properly registered as early as possible and it is therefore advisable for them to accompany the new owner to the Transport Department to witness the completion of the procedure.
- (3) Within 72 hours after the transfer of ownership, the new owner must deliver the original copy of this notice and the old owner must deliver the duplicable copy to the Commissioner for Transport. Failure to comply with this requirement is an offence liable to a fine of \$2,000. Before the transfer of vehicle ownership procedures are completed at the Transport Department, as the vehicle is still registered under the name of the existing owner, the existing owner needs to continue to take up all legal liabilities incurred by that vehicle.
- (4) On transfer of ownership the third party risk insurance policy issued in the name of the previous owner will cease to be effective. The new owner must therefore obtain appropriate insurance cover in his own name for the vehicle before he applies for transfer of the vehicle's ownership. It is an offence to drive without proper insurance.
- (5) If First Registration Tax, Registration and Licence Fees have not been paid on a particular vehicle, such tax and fees are chargeable on transfer of ownership of that vehicle unless remission is granted.
- (6) A registered owner must not sell a motor vehicle which was first registered in Hong Kong on or after 1 August 1994 at a price greater than the taxable value of the motor vehicle, value of tax-exempt accessories, value of unexpired portion of tax-exempt warranty, plus the first registration tax paid without obtaining prior approval of the Commissioner for Transport.
- (7) Application for approval of the selling price of a motor vehicle upon transfer of ownership as required in (6) above can be made on application form TD 468 "Application for Approval of the Selling Price of a Motor Vehicle upon Transfer of Ownership". Any person who fails to comply with the requirement commits an offence and is liable under the Motor Vehicles (First Registration Tax) Ordinance (Cap. 330) to a fine of \$500,000 and imprisonment for 12 months.

注意 ATTENTION

(一) 更改個人或車輛資料

- 1) 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址、電子聯絡方式或身分證明文件有所改變，他／她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，並須提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身分證明文件的改變，他／她亦須將現時持有的駕駛執照、駕駛教師執照、車輛登記文件、車輛牌照及自訂登記號碼分配證明書的正本送交運輸署署長，以作修改；
- 2) 運輸署署長在接獲車輛過戶通知書後，可要求新車主出示其現時地址的證明，以及在該新車主出示該等證明之前，暫停處理該申請。因此，請新車主帶同其現時地址的證明，並在牌照事務處人員要求下，出示其地址證明；
- 3) 所有在本署以你的身分證明文件號碼／公司註冊證號碼／公司編號登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表內填報的地址而同時更改；以及
- 4) 如車輛登記文件及車輛牌照內記載的事項（例如顏色、引擎號碼等）有任何改變，登記車主須把已填妥的運輸署表格 TD559，連同表格內所註明的文件，將有關改變通知運輸署署長。

(二) 電子聯絡方式

登記車主遞交各項車輛牌照服務申請時，必須提供一個香港流動電話號碼或電郵地址，作為電子聯絡方式。如你同時提供香港流動電話號碼及電郵地址，則以電郵地址作為電子聯絡方式。關於電子聯絡方式的收集目的和獲轉交資料的部門／人士，請參考「關於你個人資料的說明」。具體而言，運輸署、其他政府部門、決策局及隧道費服務供應商在有需要時可根據你所提供的電子聯絡方式，以手機短訊或電郵向你發出電子通知（舉例說，當你的車輛通過已實施不停車繳費系統的收費隧道時，若未能以自動繳款方式即時繳付有關隧道費，隧道費服務商可透過電子聯絡方式向你發出電子繳費通知）。

(1) CHANGE OF PERSONAL OR VEHICLE PARTICULARS

- 1) If a change occurs in the name, address, e-contact means or identity document of a driving licence holder/registered vehicle owner previously provided to the Commissioner for Transport, he or she shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD 559) with the proof of the change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, he/she shall also deliver to the Commissioner for Transport the following documents for amendment, including original copy of the existing driving licence, driving instructor's licence, vehicle registration document, vehicle licence and Certificate of Allocation of Personalized Registration Mark, if applicable;
- 2) The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her present address and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along proof of present address for presentation as and when requested by officers of licensing offices;
- 3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document no./Certificate of Incorporation no./Company Registration no. held by this Department will also be changed; and
- 4) If there is change of any entry in the registration document and vehicle licence relating to the vehicle (e.g. colour, engine no. etc.), the registered vehicle owner shall submit a duly completed Transport Department Form TD559 together with the required documents stated in the form to notify the Commissioner for Transport of such change.

(2) E-CONTACT MEANS

Registered vehicle owners must provide either a Hong Kong mobile phone number or an email address as the e-contact means when submitting vehicle licensing applications. If both Hong Kong mobile phone number and email address are provided, the email address would be adopted as the e-contact means. Please refer to the "Notes About Your Personal Data" for the purposes of collecting e-contact means and the class of transferees. In particular, the Transport Department, other Government departments, bureaux and Toll Service Provider may issue electronic notification to you through the e-contact means provided by you, either by SMS or email, as and when necessary (e.g. a toll payment notification may be issued by the Toll Service Provider through the e-contact means when toll cannot be successfully made by automated payment where your vehicle passes through a tunnel implemented with Free-Flow Tolling System).

收集目的

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：
- (a) 辦理有關審批你在本表格中所提出的申請的事務；
 - (b) 依照道路交通 (車輛登記及領牌) 規例第 4(2) 條的規定，保存一份車輛紀錄，讓市民索閱；
(只適用於與車輛有關的申請)
 - (c) 依照道路交通 (駕駛執照) 規例第 39 條的規定，保存一份詳列駕駛執照上各細項的紀錄；
(只適用於與駕駛執照有關的申請)
 - (d) 辦理有關交通及運輸的事務；及
 - (e) 方便就上述 (a)至(d) 項與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

獲轉交資料的部門／人士

3. 你透過本表格所提供的個人資料會向下列人士／部門公開：
- (a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
 - (b) 任何人士，以作上述第 1 段 (b) 項所列的用途；
 - (c) 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責；及
 - (d) 隧道費服務供應商 (繳費貼代理)，以便該機構辦理有關你在本申請表中所提出申請「車輛貼」的事宜、向你發出電子繳費通知以及執行與交通及運輸有關的法定職責。

索閱個人資料

4. 根據個人資料 (私隱) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

查詢

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往香港金鐘道 95 號統一中心 3 樓牌照事務組行政主任／FRT 收啓。

Purposes of Collection

1. The personal data provided by means of this form will be used by Transport Department for the following purposes:
- (a) activities relating to the processing of your application in this form;
 - (b) maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;
(applicable to vehicle—related applications only)
 - (c) maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;
(applicable to driving licence—related applications only)
 - (d) activities relating to traffic and transport matters; and
 - (e) facilitating communication with you in relation to the matters in paragraphs (a) to (d) above.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
- (a) other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
 - (b) any person for the purpose mentioned in paragraph 1(b) above;
 - (c) tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters; and
 - (d) Toll Service Provider (Tag Agent) for processing of your application for Vehicle Tag, issuance of toll payment notification to you and execution of its statutory duties in traffic and transport matters.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the Licensing Section, 3/F, United Centre, 95 Queensway, Hong Kong. (Attn.: Executive Officer/FRT)